

# EMPLOYMENT ADVANCEMENT FOR TANF PARTICIPANTS

**Request for Proposals (RFP):  
Guidance and Requirements**



**SUB-GRANT NUMBER BEN-08-007**

# AGENDA

- Introduction
- Program Overview and Requirements
- Application Preparation and Submission
  - Proposal Template
  - Check List for Proposal
  - Appendices
- Review Process and Award Criteria
- Agreement, Method of Payment, and Reporting Requirements

# INTRODUCTION

- Purpose
- Solicit Proposals for Proven Service Approaches and Strategies that Promote Employment Success of Current and Former TANF Clients, Including Those with Multiple Barriers
- Provide Resources to Expand and Enhance existing Service Delivery Efforts to Address More Fully the Needs of This Population Prior to Their Entry into Work and During Their Employment

# INTRODUCTION

## ■ Available Funding

- \$5.8 Million
- \$400,000 Limit Per Individual Contract

## ■ Contract Period of Performance

- December 1, 2007 – September 30, 2008
- Options for Two Consecutive Twelve Month Renewals Thereafter

# INTRODUCTION

- Eligible Applicants
- Local Departments of Social Services  
(Limitations and Restrictions Apply)
- Incorporated Nonprofit and For Profit Organizations  
(Special Conditions Apply in Cases of For Profit Organizations)

# INTRODUCTION

- Eligible Applicants
- State Agencies
- Local Government Entities in Virginia
- Educational Institutions
- Faith-Based Organizations

# INTRODUCTION

## ■ Application Process

- Review Proposal Design, Requirements and Purpose
- Complete Template – Adhere to ALL Requirements
- Submit Proposal No Later Than 5:00 PM, Friday, August 31, 2007 as Follows:

Ten Hard Copies – Three with Original Signatures Plus  
Seven Additional Copies

Send or Deliver to –

Virginia Department of Social Services  
Division of Benefit Programs, 3<sup>rd</sup> Floor  
Attention: A. Faye Palmer, Room 3322  
7 North Eighth Street  
Richmond, VA 23219

# INTRODUCTION

## Technical Assistance and Additional Information

Direct Additional Questions Regarding the RFP to One of the Following:

- *faye.palmer@dss.virginia.gov*
- Mary Jane Stinson (808.726.7937)
- Faye Palmer (804.726.7938)
- Deanie Powell (804.726.7940)

Summaries of Questions, Answers and Any Revisions  
Will Be Posted Weekly on the Websites



# OVERVIEW AND REQUIREMENTS

- Priority Areas
- Provide Continuum and Array of Services, Including Specialized Employment Services that –
  - Provide Services Required to Improve Job Retention and Wage/Job Advancement
  - Provide Range and Depth in Assessment and Services to Enhance Virginia's Implementation of the Americans With Disability Act

# OVERVIEW AND REQUIREMENTS

## ■ Priority Areas

- Development and Implementation of Services That Are Sustainable Without Grant Funding and That Expand Service Infrastructure
- Sub-contracting or Purchase of Service Models Using
  - Pay-for-Performance and/or
  - Pay Per Service Unit/Person

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- TANF Recipients In VIEW, Including Those Sanctioned
- TANF Recipients Exempted from VIEW (VIEW-Exempt)
- Recipients of Diversionary Assistance Under TANF Program

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Former Recipients and Now in Transitional Period, Up to 24 Months After End of TANF Cash Assistance
- Proposals May:
  - Serve TANF Clients in a Specific Status or all Statuses
  - Target One or More Specific Populations Defined by Other Characteristics

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - Diverse Within and Across Localities
  - Some Move Readily into Workforce
  - Some Have Only One or Two Issues Impeding Employment – Others Face Numerous Issues
  - Individuals With Significant Issues Often Need Stabilization Services Before Work Entry and After Employment

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - GAO Estimates Incidence of Impairments in TANF Population at Over 40% Nationally
  - DRS' Services Revealed Presence of Many Different Disabilities in This Population with Many Determined Most Significant and with Multiple Issues

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - Personal Issues May Include –
    - Learning Disabilities – Note, Research Has Shown A Correlation Between Education and Earnings
    - Substance Abuse
    - Mental Illness
    - Mental Retardation
    - Low Education Levels
    - Attention Deficit and Hyperactivity Disorder
    - Medical (Physical) Problems

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - Family or Situational Issues that Include –
    - Social Issues
    - Domestic Violence
    - Family Issues
    - Limited English Proficiency
    - Transportation



# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - Americans With Disabilities Act of 1990 (ADA) Guidance
    - Guidance from HHS, Office for Civil Rights, Clarifies Responsibility of TANF Programs to Comport with Title II of ADA of 1990
    - TANF Recipients with 'Hidden' Disabilities (Including Those with Temporary Medical Exemptions or Partial Disabilities) Have Often not Been Able to Secure and Retain Employment
    - Need Appropriate Screening, Assessment and Diagnostic Work, and Services
    - Expansion of These Services Across the State will Help More TANF Adults with Disabilities Obtain and Retain Employment

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - Retention and Advancement
    - Need Better Employment Histories, Increased Wages Over Time, Better Benefit Packages, and Greater Job Security, Through Higher Quality of Jobs
    - These Concerns Should Be Addressed During Preparation For Entry Into the Workplace As Well As Post-placement

# OVERVIEW AND REQUIREMENTS

- Populations Eligible for Services
- Characteristics of TANF Population
  - Retention and Advancement Strategies Apply to:
    - Individuals Who Face Special Issues and Need Extra Preparation and Support Before Entering the Workforce
    - Those Who Find Jobs
    - Those Who Have Difficulty Keeping Jobs
    - Those Who can Find Only Entry Level, Low Wage or Part-time Employment

# OVERVIEW AND REQUIREMENTS

- Geographic Coverage
- Statewide Coverage Is An Important Consideration to –
  - Increase Services Available
  - Support Enhanced Efforts to Meet ADA Requirements
- Cover as Many Jurisdictions as Feasible for Statewide Services and Economies of Scale
- Order of Priorities Where Feasible
  - Statewide
  - Regional or District-Wide
  - Individual Locality
- To the Extent Possible, VDSS Intends to Achieve Regional Balance in Services Funded

# OVERVIEW AND REQUIREMENTS

- Services Requested In Proposal
- Proposals May Offer A Single or Array of Services and May Use One or More Providers
  - Services Purchased Per Individual
  - New Staff (With Justification)

# OVERVIEW AND REQUIREMENTS

- Services Requested In Proposal
- One Proposal Could Include Multiple Providers for the Same Area
- Two or More Could Cover a Similar/Overlapping Geographical Area
- Each Could Include One or More Providers in Their Respective Proposals
- Different Service Proposals Could Be Complementary

# OVERVIEW AND REQUIREMENTS

- Services Requested In Proposal
- Must Complement, Enhance and/or Be Integrated With Existing VIEW Services
- Funded Projects Will Not Supplant or Duplicate Current Services
- Proposals to Include – But Are Not Necessarily Limited to – One or More of 24 Services Listed on Pages 8 and 9 of The RFP
- Some Services Are to Be Performed by Certified or Licensed Entities or Individuals

# OVERVIEW AND REQUIREMENTS

- Expected Outcomes
- Outcomes Include, but Are Not Limited to, the Following:
  - Number of VIEW Participants Who Obtain Employment
  - Increased Hours of Employment Such as from Part-time to Full-time
  - Increased Number of Clients Who Exit the TANF Program Due to Employment



# OVERVIEW AND REQUIREMENTS

## ■ Expected Outcomes

- Increased Average Hourly Wage of Clients
- Increased Rate of Job Retention – 90 days and 180 Days and One Year
- Advancement in Employment
- Obtaining Jobs with Health Insurance and/or Other Benefits
- Obtaining Supplemental Social Security Income (SSI)

# OVERVIEW AND REQUIREMENTS

## ■ Expected Outcomes

- Obtaining a GED
- Completion of Treatment or Milestone Points
- Others, to be Defined by Applicants

# OVERVIEW AND REQUIREMENTS

- Community Partnerships
- Multiple Providers Allow
  - Array of Services
  - Essential Expertise
- Clients Benefit Greatly From Integrated Case Planning and Service Delivery
- Proposals Should Include
  - Documentation of Partnerships
  - Definition of Responsibilities

# OVERVIEW AND REQUIREMENTS

- Community Partnerships
- Document Key Interactions with LDSSs:
  - Integration With Local VIEW Plans and Other TANF Initiatives
  - Expansion of the Continuum of Services
  - Process to Identify and Refer TANF Participants
  - Case Planning and Case Management
  - Case Monitoring or Follow-up
  - Reporting of Status and Outcomes Information System

# OVERVIEW AND REQUIREMENTS

## ■ Use of Funds

- Individual Awards Will Not Exceed \$400,000
- Funds May Only Be Used for Costs Appropriate to Program Design ~ Primarily for Services
- Funds Must Complement and Not Supplement or Duplicate Currently Funded Services
- No Direct Services Allowed By Existing LDSS Staff
- 10% Indirect Cost Is Allowable for LDSS
- Organizations Should Pay for Services on a Rate Basis
- Costs for Medical Services – Consider Portion of Cost to Be Covered by TANF Client's Medicaid

# OVERVIEW AND REQUIREMENTS

## ■ Use of Funds

### ■ Funds May Be Used for the Following:

- Core Staff Supporting Project Activities (Restricted)
- Equipment In Support of the Project
- Consultation, Technical Assistance or Staff Training Related to Project
- Adaptation of Site or Equipment to Accommodate An Individual's Need for Work
- Medical Services NOT Covered By Other Sources ~ MUST be Tracked and Reported Separately so They May Be Charged to TANF "Maintenance of Effort" Funds ~ Estimated Costs Must Be Identified Separately In Proposal

# OVERVIEW AND REQUIREMENTS

## ■ Use of Funds

- Funds May Not Be Used for The Following:
  - Salaries of Regular LDSS Staff
  - Administrative Costs Except for 10% Indirect Costs Allowable for Local Agencies Contracting for Services
  - Rent (Unless Project Requires Rental of Space and Such Need Is Documented)
  - Construction of New Buildings
  - Renovations to a Facility
  - Indirect Costs, Except LDSS 10% Administrative
  - Capital Investments or Operating Revenue

# APPLICATION ~ Preparation And Submission

## ■ Outline of Application Content

- Application Cover Form
- Proposal Narrative
- Implementation Plan
- Proposed Budget
- Community Partners
- Required Forms



# APPLICATION ~ Preparation And Submission

- Submission Requirements
- Response Must Be Organized According to Proposal Template
- Pages Numbered Beginning With Page One for Each of Required 10 Sets
- A “Header” Must Be Used to Indicate the Applicant Agency, Project Name and Broad Geographic Area to Be Served
- RFP Template Has Italicized Instructions to Provide Additional Guidance ~ Only the Italicized Instructions Can Be Deleted When Converting the Template to a Proposal

# APPLICATION ~ Preparation And Submission

- Submission Requirements
- TEN Documents Must Be Submitted no later than 5:00 PM, Friday, August 31, 2007 ~ As Follows:
  - Three Originals ~ Each in a Separate Folder Labeled “ORIGINAL” and including
    - The Organization Name
    - Title of Proposal
    - Geographic Area to be Served
    - Submission Date
  - Seven Copies ~ Each in a Separate Folder Labeled “COPY” and including
    - The Organization Name
    - Title of Proposal
    - Geographic Area to be Served
    - Submission Date

# APPLICATION ~ Preparation And Submission

- Submission Requirements
- Each of the Three Original Applications Must Be Signed by An Authorized Representative of The Submitting Agency/Entity
- Proposals Must Be
  - Prepared Simply And Economically
  - Contain Concise Language to Describe Capabilities to Satisfy the Requirements of This Solicitation

# APPLICATION ~ Preparation And Submission

- Submission Requirements

- Signed Proposals Must Be Submitted in An Envelope or Package Addressed As Follows:

The Employment Advancement for TANF  
Participants RFP

Virginia Department of Social Services

ATTENTION: A. Faye Palmer, Room 3322

7 North Eighth Street

Richmond, VA 23219

# APPLICATION

## REVIEW AND AWARD CRITERIA

- **Evaluation Committee**
- All Proposals Will Be Screened by VDSS Staff for Completeness and Responsiveness to RFP ~ Any Not Deemed Complete or Responsive Will Not Be Forwarded to the Committee
- VDSS Will Establish One or More Committees to
  - Review and Evaluate Proposals
  - Committees Will Consist of Representatives From
    - VDSS Staff
    - Selected LDSS
    - State Agencies
    - Private Providers
    - Others as Appropriate

# APPLICATION

## REVIEW AND AWARD CRITERIA

- **Proposal Evaluation**
- **Evaluation Committees Will Evaluate the Proposals According to the Following Criteria and Values**
  - **Need Statement ~ 15 Points**
  - **Quality of Program Design/Proposed Services and Implementation Plan ~ 25 Points**
  - **Outcomes and Benefits Expected ~ 25 Points**
  - **Organizational, Staff & Provider Qualifications and Collaborative Agreements ~ 25 Points**
  - **Cost of Services ~ 10 Points**

# AGREEMENT, PAYMENTS And REPORTING

- The Agreement
- Successful Applicants will Receive:
  - Award Letter – Specifying Approval
  - Statement of Contract Award/Acceptance
  - Statement of Contract Award Special Conditions  
(Where Applicable)

# AGREEMENT, PAYMENTS And REPORTING

- Payment Method
- Contractors to Be Paid on Cost Reimbursement Basis
- Type of Organization Receiving Funds Will Determine Exact Method of Payment
- When Contractor or Its Fiscal Agent is an LDSS Reimbursements Will Be Made Through VDSS' LASER System
- If Contractor is a State Agency Reimbursement Will Be Through Virginia's Interagency Transfer System – Monthly



# AGREEMENT, PAYMENTS And REPORTING

- Payment Method
- Contractors That Are Not State or Local DSS Agencies Will
  - Submit Monthly Invoices to VDSS
  - Use Forms Supplied by VDSS
  - When No Costs Are Incurred for a Month, the Form Shall Be Submitted Showing No Costs for that Month
  - Contractors Should Allow 30 Days from Time Invoices Are Received by VDSS Until Reimbursement Is Received

# AGREEMENT, PAYMENTS And REPORTING

- Payment Method *(Non State or LDSS Contractors)*
  - Reimbursements Are Made Electronically Using Virginia Department of Account's Remittance Electronic Data Interchange (EDI)
  - Contractors Being Reimbursed Via EDI Must Be or Become Eligible to Receive Reimbursements by Completing Application Information for EDI
  - Application Information for EDI Can Be Found on the Department of Accounts Website: [www.doa.state.va.us](http://www.doa.state.va.us)

# AGREEMENT, PAYMENTS And REPORTING

- Funding Duration
- Initial Award Is for 10 Months with Options for Two Consecutive 12 Month Renewals
- Contingent on Availability and Acceptable Performance
  - VDSS Will Perform Six Month's Performance Review
    - Funding May Be Adjusted Based on Review
    - Funding May Be Terminated Based on Review
- Interagency Agreements Between Local Departments of Social Services and Other Government Agencies are Acceptable

# AGREEMENT, PAYMENTS And REPORTING

## ■ Reporting

### ■ Reporting Includes

- Monthly Cumulative Financial Invoices
- Quarterly Cumulative Financial Reports
- Quarterly Statistical Program Performance Reports
- A 10 Month Summary Report

# AGREEMENT, PAYMENTS And REPORTING

- Monitoring
- Monitoring Will Consist of
  - Desk Reviews
  - On Site Visits to Review Fiscal and Program Records
- VDSS Staff Are Available to Provide Technical Assistance and Training to Contract Recipients
- For Case Reviews and Audits, Each Contractor Is Required to Maintain Documentation of
  - All Project Activities
  - All Project Costs

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Employment Advancement for TANF Participants Application
- Complete and Sign the Employment Advancement for TANF Participants Application Cover Form
- Complete the Following Items:
  - Table of Contents
  - Key Contacts

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Employment Advancement for TANF Participants Application
- Review and Sign the Following:
  - General Terms and Conditions and Certification
  - Special Terms and Conditions and Certification
- Complete and Sign the Following Forms
  - Small Business Subcontracting Plan (if relevant)
  - SF 424B Form—Assurances—Non-Construction Programs
  - W-9 Request for Taxpayer Identification Number(s) and Certification

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Narrative
- This Narrative Section Limited to 15 Pages in Times New Roman 12 Font for the General Text and Times New Roman 10 or 12 Font for Tables
- Concise and Specific Documents Will Be Viewed Most Favorably
- Requested Attachments and Budget Pages Do Not Count in the Page Limitations



# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Narrative
- Prepare Narrative in the Following Sequence:
  - Proposal Title
  - Proposal Summary
  - Need Statement

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

### ■ Narrative

#### ■ Describe Program Design Related to Each Item Listed Below

- Project Scope
- Services
- Interactions with LDSS' Existing VIEW Program
- Method of Provision
- Provider(s) (Complete Page 56 of RFP for This Item)
- Define Screening Process
- Specify Diagnostic Tests and Specialized Professionals

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Narrative
- Description of Population to Be Served
  - Provide a Narrative Describing the Characteristics and Needs of the Population to Be Served
  - Described Process to Enroll and Retain Participants and Include Specific Strategies to Overcome Possible Barriers to Enrollment

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Implementation Plan
- Responses to the Implementation Plan Section Are Limited to 3 Pages
- Indicate if Proposed Services are Either New, Currently in Place or To Be Expanded
- Complete the Timeline of Services for the Work Plan

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Implementation Plan
- Describe Expected Outcomes and Benefits of the Project by Completing the Table Provided at Page 49 of the RFP
- Describe Your Method for Tracking and Reporting on Planned Outcomes

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Implementation Plan
- Describe the Organizational Staff and (Where Applicable) Provider Qualifications
  - Experience
  - Documentation of Results of Prior Comparable Work
  - Experience (Including Work with TANF Staff) and Credentials of Staff
  - References for Related Work
  - Exhibits/Documents of Past/Current Work (Only One Set of Exhibits are Required for Submission)

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Implementation Plan
- Describe the Collaborative Agreements
  - Community Partners
  - Agreements (Attach Interagency Agreements or Other Documents to Demonstrate Collaboration)
- Describe the Process Used to Enhance Partnerships and Services to Clients

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Budget
- Using the Forms Provided in the RFP, Provide Your Proposed Budget for a 10 Month Period
- Budget Documents Include the Following:
  - Itemized Budget – Personnel Costs
  - Budget Summary by Line Item
  - Budget Narrative that Includes the Following:
    - Description of Each Proposed Expenditure
    - Justification of Proposed Expenditure with Explanation of Need



# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Community Partners and Documentation of Support
- This Form Is To Be Completed in Support of Item #5, “Providers” in the Narrative Section of Part VII., the Formal Proposal Template
- This Form Does Not Count in the 15 Page Limitation Requirement for the Narrative Portion of Your Response to this RFP

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Required Forms for Signatures and Attachments
- The Following are Forms that Require Signatures and in Some Cases Completion
  - Employment Advancement for TANF Participants Application Cover Form
  - Key Contacts
  - General Terms and Conditions
  - Special Terms and Conditions
  - Small Business Subcontracting Plan (When Appropriate Only)
  - SF 424 Form – Assurances – Non-Construction Programs
  - W-9 Request for Taxpayer Identification Number(s)

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Required Forms for Signatures and Attachments
- Below Are All Attachments Included in the RFP
  - Position Descriptions for Positions to be Funded by the Project
  - Data for All Participating Localities Possibly Related to: Needs Assessment, Projected Participants and Outcomes
  - References
  - Interagency Agreements/Documents
  - Community Partners and Documentation (*Signatures Required*)

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Required Forms for Signatures and Attachments
- The Referenced Forms for Signatures and the Attachments Do Not Count in the 15 Page Limitation for the Narrative for this RFP

# APPLICATION

## FORMAL PROPOSAL TEMPLATE

- Checklist for Contents of Formal Proposal
- Applicants Will Find A List for the Required Contents and Other Details Related to This Proposal Located on Pages 22 and 23 at Part VI. in the RFP
- Applicants Are Urged to Use This Tool to Assist Them to Insure That All Narrative, Financial and Other Required Details and Forms Are Complete and Contained in the Documents They Submit in Response to This RFP

# APPENDICES

- Appendices
- This Part Is to Assist the Applicant in Understanding the Overall Purpose of the Proposed Project and Is Self Explanatory
  - Definitions of Services
  - TANF Requirements